

Work / Life

The new
millennium
and you.

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NAVIGATOR

As I travel around the world lecturing, one of the most frequently asked questions is, "What should we expect in the upcoming years, especially as we have just entered a new millennium?" Have the rules changed? Well, I'm no expert, but I can share my thoughts with you.

First, let me say that life is about constant, predictable patterns of change. For the six thousand years of recorded history, as humans have entered this world, received parental instruction, classroom instruction, and gathered the experience of life, many have set for themselves ambitious goals and dreamed lofty dreams. As the wheel of life continues its constant turning, all human emotions appear, disappear, and appear once again.

As we approach the future, for all of us, the only constant factor in life is our feelings and attitudes toward life. A major challenge faced by us all is that we must learn to experience the changing of life's cycles without being changed by them; to make a constant and conscious effort to improve ourselves in the face of changing circumstances.

That is why I believe in the power and value of attitude. As I read, ponder, and speculate about people, their deeds, and their destiny, I become more deeply convinced that it is our natural destiny to grow, to succeed, to prosper, and to find happiness while we are

here. But, it does take effort to continue when our results, as well as our friends at times, tell us to give up trying. It does not, however, take effort to fail. It requires little more than a slowly deteriorating attitude about our present, our future, and about ourselves. It is ironic that one of the few things in this life that we have total control over is our own attitude, and yet most of us live our entire life behaving as though we had no control whatsoever.

By our attitude, we decide to read, or not to read. By our attitude, we decide to try or give up. By our attitude, we blame ourselves for our failure, or we blame others. Our attitude determines whether we tell the truth or lie, act or procrastinate, advance or recede, and, by our own attitude, we and we alone actually decide whether to succeed or fail. Attitude determines choice, and choice determines results. All that we are and all that we can become has indeed been left unto us.

Now let's discuss the four seasons. I'll start by making two comments. First, life and business are like the changing seasons. That's one of the best ways to illustrate life: it's like the seasons that change. Second, you cannot change the seasons, but you can change yourself.

Now with those two key phrases in mind, let's look at what I consider to be the first major lesson in life to learn, and that is how

to handle the winters. They come regularly, right after autumn. Some are long, some are short, some are difficult, some are easy, but they always come right after autumn. That is never going to change.

There are all kinds of winters—the "winter" when you can't figure it out, the "winter" when everything seems to go haywire. There are economic winters, social winters, and personal winters.

Wintertime can bring disappointment, and disappointment is common to all of us. So you must learn how to handle the winters. Just like you must learn how to handle the nights; they come right after days. You must learn how to handle difficulty; it always comes after opportunity. You must learn to handle recessions; they come right after expansions. That isn't going to change.

The big question is, what do you do about winters? You can't get rid of January simply by tearing it off the calendar. But here is what you can do: you can get stronger; you can get wiser; and you can get better. Remember that trio of words: stronger, wiser, better. The winters won't change, but you can.

Before I understood this, I used to wish it were summer when it was winter. When things were difficult, I used to wish they were easy. I didn't know any better. Then Mr. Shoaff gave me the answer from a part

of his very unique philosophy when he said, "Don't wish it were easier, wish you were better. Don't wish for fewer problems, wish for more skills. Don't wish for less challenge, wish for more wisdom."

Next is spring. Fortunately, following the turbulence of winter comes the season of activity and opportunity called springtime. It is the season for entering the fertile fields of life with seed, knowledge, commitment, and a determined effort.

However, the mere arrival of spring is no sign that things are going to look good in the fall. You must do something with the spring. In fact, everyone has to get good at one of two things: planting in the spring or begging in the fall. Take advantage of the day and the opportunities that spring can bring.

It is the promise of spring that as we sow, so shall we also reap. Faith further provides to us an irrevocable law decreed in heaven which assures that for every disciplined human effort we will receive a multiple reward. For each cup planted, a bushel reaped, for every good idea given to another, many shall be given to us in return. For every demonstrated act of faith, a multiplicity of the rewards, and for every act of love given, a life of love in return.

Just remember it is a natural characteristic of springtime to present itself ever so briefly or to lull us into inactivity with its bounteous beauty. Do not pause too long to soak in the aroma of the blossoming flowers, lest you awaken to find springtime gone with your seed still in your sack.

With the intelligence, wisdom, and freedom of choice given to us as humans, exercise the discipline to plant in spite of the rocks, weeds, or other obstacles before us. The rocks, weeds, and thorns of the world cannot destroy all your seeds if you plant massively enough and intelligently enough. My suggestion is to choose action, not rest. Choose truth, not fantasy. Choose a smile, not a frown. Choose love, not animosity. Choose the good in life in all things, and choose the opportunity as well as the chance to work when springtime smiles on your life.

Spring shows us that life is truly a constant beginning, a constant opportunity, a constant springtime. We need only to learn to look once again at life as we did as children, letting fascination and curiosity give us welcome cause to look for the miraculous hidden among the common.

Get busy quickly on your springs, your opportunities. There are just a handful of springs that have been handed to each of us. Life is brief, even at its longest. Whatever you are going to do with your life, get at it. Don't just let the seasons pass by.

Then the third major lesson in life to learn: how to nourish and protect your crops all summer. Sure enough, as soon as you've planted, the busy bugs and noxious weeds are out to take things over. Here is the next bit of truth: they will take it, unless you prevent it.

There are two key phrases to consider with the third major lesson. The first is "all good will be attacked." Let reality be your best beginning. Every garden will be invaded.

The second phrase is "all values must be defended." Social values, political values, friendship values, and business values must be defended. Every garden must be tended all summer. If you don't develop this skill, you'll never wind up with anything of value.

But for those who make diligent efforts to plant, protect, and preserve there are not enough birds, bugs, or other obstacles to destroy all the efforts of last spring.

Now let's talk about fall, the time of harvesting the fruits of our springtime labor. Fall also presents us with our fourth major lesson to learn in life, and that is learn how to reap in the fall without apology if you have done well and without complaint if you have not.

Nothing is more exciting than a bounteous crop and nothing more dreadful than a barren field in the fall. We must remember that in all areas of the human existence, what we put into this world, we get back from it. It is nature's way of evening the score. So regardless of the results, take full responsibility for your crop. One of the highest forms of human maturity is accepting full responsibility for our lives.

Which brings me back to our beginning questions about the new millennium and all the predicted changes. Many voices speak of major changes and the need to be able to quickly adapt. I don't dispute that; in fact, I agree with it in part. But we must also remember that life is constantly recycling itself.

Much of life is about the balancing of two opposites; like the positive and negative charge on a battery. Life's balancing of opposites totally surrounds our lives; man/woman, day/night, good/evil, life/death, water/land, summer/winter, recession/expansion, joy/sorrow, etc.

Yes, I believe we will have major changes, but I also believe we will continue to have just one winter, spring, summer, and fall. The philosophy is to plant in the springtime of opportunity, to weed and cultivate in the testing time of summer, to harvest without apology and/or complaint for the results time of fall, and to get stronger, wiser, better in the transition and learning times of winter. It is not what happens to you that determines your future; it is what you do about it.

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WEB SITE PICKS

What Glue Should I Use?

<http://www.thisothat.com/index.shtml>

If you enjoy crafting, wouldn't it be helpful to know the best glue to use for the best results? This site gives you exactly the information you need! Their motto is, "Because people have a need to glue things to other things," and that's exactly what this site gives you.

Simply select the medium you want to glue and the medium you want to glue it to, then click the "let's glue" button. You'll get a list of the different types of glue you can use to get the job done and information as to why one particular glue may be better in certain situations than another. They give you information on each glue, too—toxicity, adhesion time, cost, and even a link to the glue manufacturer's site! Don't get stuck . . . with the wrong glue!

INSPIRATION

"What you get by achieving your goals is not as important as what you become by achieving your goals."

--- Zig Ziglar

"Love takes off masks that we fear we cannot live without and know we cannot live within."

--- James Baldwin

HEALTHY FOOD TIP

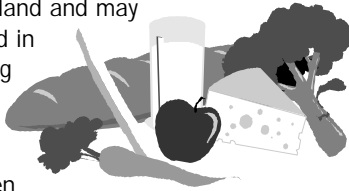
Color Your Food Bright!

You can identify the cancer-preventing phytochemicals in your fruits and vegetables by their color.

Endless studies validate the need for consuming 400 to 600 grams of fruits and

vegetables daily to reduce the incidence of many common forms of cancer. The phytochemicals in these foods inhibit cancer in many ways.

- ~ Red foods contain lycopene, the pigment in tomatoes, which is localized in the prostate gland and may be involved in maintaining prostate health.



- ~ Yellow-green vegetables, such as corn and leafy greens, contain lutein and zeaxanthin, which are localized in the retina where age-related macular degeneration occurs.
- ~ Red-purple foods contain anthocyanins, which are powerful antioxidants found in red apples, grapes, berries, and wine.
- ~ Orange foods, including carrots, mangos, apricots, pumpkin, and winter squash, contain carotene, helping to prevent cancer, heart disease, and boost immunity.
- ~ Orange-yellow foods, including oranges, tangerines, and lemons contain citrus flavonoids, which help to protect against coronary heart disease.
- ~ Green foods, including broccoli, brussel sprouts, and kale, contain glucosinolates, possibly producing plant growth hormones and anticarcinogenic factors.
- ~ White-green foods in the onion family contain allyl sulfides, which help to decrease cholesterol.

Consumers are advised to ingest one serving of each of the above groups daily, putting this recommendation within the National Cancer Institute and American Institute for Cancer Research guidelines of five to nine servings per day. Since this may be an unrealistic goal for too many people, awareness is a first step. Supplements derived from these foods are available in dehydrated powders.

(Source: *Journal of Nutrition* 2001;131:3078S-3081S)

HUMOR

What kids have learned . . .

- "Never trust a dog to watch your food."
—Patrick, age 10
- "When your dad is mad and asks you, 'Do I look stupid?' Don't answer."
—Hannah, age 9

"Never tell your Mom her diet's not working."—Michael, age 14

"Stay away from prunes."—Randy, age 9

"Don't pull Dad's finger when he tells you to."—Emily, age 10

"When your Mom is mad at your dad, don't let her brush your hair."—Taylia, age 11

"Never let your three-year-old brother in the same room as your school assignment."
—Traci, age 14

"A puppy always has bad breath—even after eating a Tic-Tac."—Andrew, age 9

"Never hold a dustbuster and a cat at the same time."—Kyoyo, age 11

"You can't hide a piece of broccoli in a glass of milk."—Amir, age 9

"Don't wear polka-dot underwear under white shorts."—Kellie, age 11

"If you want a kitten, start out by asking for a horse."—Naomi, age 15

"Felt-tip markers are not good to use as lipstick."—Lauren, age 9

"Don't pick on your sister when she's holding a baseball bat."—Joel, age 10

"When you get a bad grade in school, show it to your Mom when she's on the phone."
—Alysha, age 13

"Never try to baptize a cat."—Eileen, age 8

WORDS OF WISDOM

Don't Die with Your Music Still in You

Ralph Waldo Emerson said that most men die with their music still in them. In light of the recent events in the world, I am sure many of us are asking the question, "If I were to die today or tomorrow, have I done what I came here to do? Have I, at least in part, played my special music?"

If you answered "yes" to the question, or are at least pursuing your life's purpose, I congratulate you. If your answer is "no," I want to ask, "What are you waiting for?"

We are all special. Each of us has some special contribution to make to the world. Perhaps it's to write a book. Perhaps your special gift is in being a great teacher or coach. It could be you are the next person to discover a cure for a major disease or to start a business and be the best you can

be at what you do. Are you a builder who's passionate about your work like my friend, Tom? He sees his job as helping people achieve their lifelong dreams, and his work reflects it.

Whatever the passion within you, let it out. Life is too fragile and uncertain to postpone your dreams, hoping that "some day" I'll really begin to live my life."

Begin now! Whatever it is you're passionate about, you can begin it now. Maybe you want to do something to help your community or church group. What are you waiting for? It saddens me to see someone who is near the end of their life, never having taken a step to realize their dream. It saddens me that anyone should leave this Earth with their music still in them. You owe it to yourself and to humanity to let it out.

Johann Wolfgang Von Goethe said it best in the poem below:

"Until one is committed, there is hesitancy, the chance to draw back, always ineffectiveness.

Concerning all acts of initiative there is one elementary truth, the ignorance of which kills countless ideas and endless plans: That the moment one definitely commits oneself, then providence moves, too.

All sorts of things occur to help one that would never otherwise have occurred. A whole stream of events issues from the decision, raising in one's favor all manner of unforeseen incidents and meetings and material assistance which no man could have dreamed would come his way.

Whatever you can do or dream you can, begin it! Boldness has genius, power, and magic in it. ***Begin it now.***"

(Source: Excerpted from *RECLAIMING YOUR LIFE* by Jim Donovan, the author of *Handbook To a Happier Life II* and *This is Your Life, Not a Dress Rehearsal*. <http://www.jimdonovan>)

TECH TIP

Killing A Window

Have you ever had one of those windows that misbehave? That is, you cannot get it to Maximize or Minimize. Sometimes Web programmers want to splash a screen onto your PC with no controls and will use this technique so that you can't get their junk off your screen. For some bizarre reason they think this is a good thing. Anyway, you do

have some control with the standard Windows window control options. Click anywhere in the misbehaving window and hit Alt + Spacebar. On the resulting menu, you can choose Close and kill the window.

(Source: Carole, MyFree.com Internet Tips Editor)

HEALTH AND FITNESS

Shape Up While You Shop!

Steer clear of the escalator and elevator at the mall. You'll burn 6-1/2 times more calories taking the stairs. Carrying packages boosts it to 7-1/2. And you can tone your abs, butt, and legs while you're waiting in the checkout lines with the following moves.

Try this: To firm your butt and legs, squeeze your buttocks and raise up on your toes. Hold for a second, lower, and repeat. Twenty of these equals about 10 jumping jacks. To flatten your belly, simply tighten your tummy every time you exhale. Twenty tightenings equals about 10 crunches.

Stop Middle-Age Weight Gain

A recent study tracked 500 people (average age of 40) to find out how much exercise it takes to stop the scale from rising along with age. For women weighing 150 pounds, the magic number appears to be a weekly routine of 16 miles or 5-7 hours of aerobic activity.

If you are trying to keep your weight steady for the next 10 years, try this: Walk 2-1/2 miles every day. Researchers say that if you do this, you won't gain a pound. This is true even if you don't cut calories or otherwise alter your diet. Folks who weigh less than the weights mentioned will have to walk a bit more; those who weigh more can do a little less.



FINANCES

Penalty Prevention

If you take money out of a tax-deferred retirement plan before age 59-1/2, you will owe a 10 percent penalty tax, as well as income tax. However, the following exceptions apply to all types of plans:

Death. If you inherit a retirement account, you won't face the 10 percent penalty, no matter how old you are.

Disability. The 10 percent penalty doesn't

apply if you can't work. Generally, you should be receiving a disability check from Social Security or from a disability insurance policy. Attach an explanation to your tax return, explaining that you are receiving disability benefits so the 10 percent penalty should not apply.

Medical bills. The 10 percent penalty won't apply to money spent for medical expenses in excess of 7.5 percent of your adjusted gross income (AGI). Suppose you have AGI of \$60,000 in 2001 and medical expenses of \$10,000. Deductible medical expenses start at \$4,500 in your case: 7.5 percent of \$60,000. If your medical bills are \$10,000, you are \$5,500 over the threshold; so you could withdraw \$5,500 from your retirement plan, penalty-free.

Substantially equal periodic payments (SEPP). You can avoid the 10 percent penalty by taking SEPPs based on your life expectancy. SEPPs must continue for at least 5 years or until age 59-1/2, whichever comes later.

(Source: *Retirement & Financial Planning Report*, published by FEDweek)

WORTH KNOWING

The Top 10 Biggest Energy Zappers

1. **Thirst**—You lose the equivalent of 10 cups of water from everyday living. And you replace only about 4 through eating. Hidden dehydration robs you of energy and makes you feel lethargic.
2. **Darkness**—When it's dark, your body says "Sleep." When it's light, your body says "Get up and move!" When you get up in the morning, throw open the curtains immediately. Get as much light as you can, and you'll feel more energetic!
3. **High-fat diet**—Have you ever finished a meal and wanted to go and lie down? That's because you fed your body high-fat foods, which tend to make us lethargic.
4. **Poor sleep habits**—If you don't sleep consistently at the same time for at least eight hours or more, you are probably throwing your body out of whack. It doesn't know when it's supposed to be awake and when it's supposed to be asleep. Sleep isn't an indulgence; it's a necessity!
5. **TV watching**—When feeding your mind with television, you are encouraging your body to be passive. Even "smart" shows,

such as History Channel programs or the evening news, can "zap" energy because they turn your body to "sedentary" mode. So take television in moderation and make sure you're being active the rest of the time.

6. **Inactivity**—If you don't use it, you lose it. Even little things such as climbing stairs or carrying heavy groceries can zap your energy if you don't regularly use your body in other ways. So walk, run, bike, play tag with your kids, or anything to get your body moving!
7. **Pessimism**—Attitude is the key to experiencing life. Being pessimistic about your relationships, your job prospects, or anything in your life zaps your energy to do what's necessary.
8. **Unfulfilling work**—If you spend much of your life involved in work that seems to serve no purpose, consider a change. If that's not possible, try volunteering outside of your work at something that you do feel is worthwhile, to give you a new perspective on your life.
9. **Strained relationships**—Perhaps nothing causes as much stress as tension with the ones you love. It colors your outlook on everything else. Make sure you take time to nurture the relationships with the ones you love.
10. **Disorganization**—Wasted time and energy zaps you. And disorganization is one of the major culprits. If you routinely hunt through drawers to find things, if you never have clean laundry, or if you find yourself always scrambling, it could be that you haven't organized your life as well as you could. Take a look at the things that waste your time and see if you can do these things differently. Soon you'll find yourself with lots of time you never used to have.

(Source: Sheila Wray Gregoire, "7 Steps to More Energy Than You Thought Possible in Life," *Vibrant Magazine*, Sept./Oct. 2001)

Questions/Comments to:

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An online version of this newsletter may be found at <http://www.hq.nasa.gov/office/code/cc/navig-1.pdf>